



Microsoft Project User Guide 2007

Elaine Marmel, Nancy C. Muir



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Microsoft Project 2007: The Missing Manual Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what's new in Project 2007 from previous versions and get help choosing the right edition whether it's Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it

Microsoft Project 2007 Quick Reference Guide Beezix, Inc Staff, 2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Project 2007 The following topics are covered Starting a New Project Setting the Project Start Date Describing a Project Properties Switching to a Different View Unlisted Views Undoing Changes Using Project Guides Entering Task Information in a Sheet Entering or Changing Task Duration Sequencing Tasks Unlinking Tasks Changing Data in One or More Rows Inserting Deleting Rows Zooming in a View Moving or Copying Items Changing Gantt Chart Appearance Setting the Calendar Creating a New Group Calendar Entering a Human Resource Entering a Consumable Resource Entering a Cost Resource Booking a Resource to a Task Using Resource Driven Scheduling Saving the Baseline Using Different Toolbars Showing Planned vs Actual in the Gantt Chart Displaying Project Statistics Changing the Progress of Tasks SmartTags Setting up the Printout Previewing and Printing Transferring Data to Other Project Files Also includes List of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two titles available for Project 2007 Project 2007 Creating a Basic Project Project 2007 Handling Complexity **Microsoft Project 2007 Bible** Elaine Marmel, 2011-06-15 Take control of your projects with this in depth guide Whether you're managing a project for a small team or supervising a corporate assignment involving hundreds the power of Microsoft Project 2007 and the detailed

information in this comprehensive guide can keep you on track From setting budgets to allocating resources to tracking results each of the book s seven parts thoroughly focuses on key elements in a logical sequence so you can find what you need Identify your goals and the scope of your projects Manage projects across organizations and multiple locations Get the most out of Gantt charts and views Assign tasks check progress and make adjustments Issue interim reports and look at the Big Picture Create a custom HTML page with VBA and VBScript Import and export Project information What s on the CD ROM You ll find a wealth of trial versions demo software sample projects and bonus appendixes on the CD ROM including Milestones Professional r Advanced formatting calculation Web publishing and reporting features PERT Chart Expert Create eye opening PERT chart project plans PlanView r Project Portfolio Management A comprehensive decision making platform for enterprises WBS Chart Pro Plan your projects with these graphing tools System Requirements See the CD ROM Appendix for details and complete system requirements Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Planning and Scheduling Using Microsoft Office Project 2007 Paul E. Harris,2007 Designed to teach project management professionals how to use Microsoft Project in a project environment This book explains steps required to create and maintain a schedule highlights the sources of information and methods that should be employed to produce a realistic and useful project schedule and more

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Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition Paul E. Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK r Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the softw

Microsoft Office Project 2003 Inside Out Teresa S. Stover,2004 Dig into Project 2003 and discover how you can really put your project management skills to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and handy workarounds in concise fast answer format

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